

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Attorney General

SECTION CHIEF, SECTION II
Civil Litigation Division
Vacancy Announcement #OAG-15-043
Salary Range: LX-1 \$98,319- \$136,590.

The Civil Litigation Division of the Office of the Attorney General for the District of Columbia is seeking a Chief for Litigation Section II ("Section II"). Section II, along with three other Sections in the Civil Litigation Division, defends the District of Columbia in civil lawsuits brought for monetary damages, ranging in subject matter from slip and falls, motor vehicles accidents, and inmate assaults, to government contracts, police false arrest/use of excessive force, as well as employment cases filed under Title VII, the ADA, the ADEA and similar statutes. In addition, Section II also handles cases brought under the Individuals with Disabilities Education Act ("IDEA").

The Section II Chief's duties include, but are not limited to:

- Supervising approximately 10 Assistant Attorneys General ("AAG") in all aspects of civil trial work in the Superior Court of the District of Columbia and the United States District Court for the District of Columbia;
- Supervising non-attorney staff, including a staff assistant and three paralegals;
- Ensuring proper case assignment and case transfers to and coverage by AAGs to meet court, mediation, and other schedules or deadlines;
- Reviewing and approving pleadings, motions, memoranda, discovery, and correspondence;
- Evaluating cases for settlement purposes and authorizing or recommending settlement amounts;
- Monitoring compliance of AAGs and staff with the Attorney General's Performance Contract requirements, including response to contacts within 24 hours and successful litigation outcome rates.
- Reviewing litigation outcomes and make timely recommendation where appellate review is needed;
- Attending management meetings with the Deputy and Office of the Attorney General as requested, as well as attend such management and other specific meetings with the Agency, its units, or personnel as necessary or requested;
- Assisting in interviewing, reviewing, evaluating, and, where necessary, disciplining AAGs and staff, in accord with D.C. Rule of Professional Conduct and OAG standards and policies.
- Maintaining requisite legal, management, inter-agency, human relations, and management-labor knowledge and skills; and
- Collecting, maintaining, and disseminating timely, accurate and up-to-date data on the Section's activities.

The candidate must have a law degree and be an active member in good standing of the bar of any jurisdiction. If not a member of the District of Columbia Bar, the candidate must be sworn into the District of Columbia Bar within 360 days of the candidate's initial appointment. The candidate must also have prior managerial experience either as a manager or acting manager of an administrative unit or office or have served on a number of trial teams as the lead counsel, excellent writing and editing skills, prior jury trial experience, and outstanding interpersonal skills. A minimum of seven to ten years of litigation experience is required. Experience in trying complex employment and/or 42 U.S.C. § 1983 lawsuits is highly desirable. Experience with the IDEA is also desirable.

This position is outside the Collective Bargaining Unit. Candidates for the position may be subject to a background check.

If you are interested in this opportunity, please submit a cover letter, resume, writing sample, a list of 3 references, and a copy of your law school transcript (if out of law school 5 years or less) to oag.recruitmentattorney@dc.gov, or by mail to Kim McDaniel, Director of EEO, Recruitment and Hiring, Office of the Attorney General for the District of Columbia, 441 Fourth Street, N.W., Suite 1100 South, Washington, D.C. 20001. Closing Date: October 6, 2015.

NOTICE OF NON-DISCRIMINATION

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code § 2-1401.01 *et seq.*, the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, genetic information, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the act. Discrimination in violation of the Act will not be tolerated. Violators will be subjected to disciplinary action.